**TEAM RETREAT**

**RE-ACTIVATE/RCREEE**

7-9 February 2017

MENA House, Cairo

**Agenda**

| Day 1: Tuesday, 7 February | | |
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| Time | Item | Moderator/Speaker |
| 14:00 - 14:30 | **Opening of the retreat, welcome of participants** | Steffen, Maged |
| 14:30 - 16:00 | **How to use the time until the end of the project?**  Presentation of (realistic) work plans & deliverables for each country with time tables & deadlines | Moderator: Maged  Speakers: All |
| *16:00 – 16:30* | ***Coffee Break*** |  |
| 16:30 - 18:00 | **Where are the concrete internal (and external) interactions / connecting points?**   * When do we have which deliverable? * How can these be used and shared? * Adjustments foreseen? Be realistic! | Moderator: Steffen  Speakers: All |
| *18:00* | ***Wrap up*** |  |
| *19.00* | ***Joint Dinner*** |  |

| Day 2: Wednesday, 8 February | | |
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| Time | Item | Moderator/Speaker |
| 09:00 - 10:30 | **Impact Assessment, part 1**   * + Input speech: which approaches and tools are currently available and used by GIZ? What are the experiences, what the pros and cons? Which are being used and have worked in the MENA?   + Plenary Discussion | Moderator: Maged  Speakers: Steffen/  Steffen/Nouran |
| *10:30 – 11:00* | ***Coffee Break*** |  |
| 11:00 - 12:30 | **Impact Assessment, part 2**   * + Presenting activities: What are the main deliverables? What concretely to do with them?   + What is the expected impact? How to measure?     1. Which to choose tool?     2. How to implement the process?     3. Deadlines and responsibilities! * Plenary Discussion | Moderator: Steffen  Speakers: All |
| *12:30 – 13:30* | ***Lunch Break*** |  |
| 14 :30 – 16:00 | **Group Work / Outbreak Sessions** |  |
| *16:00 – 16:30* | ***Coffee Break*** |  |
| 16 :30 – 18 :00 | **Presentation and Discussion of Results** |  |
| *18:00* | ***Wrap up*** |  |
| *Afterwards* | ***Free Evening*** |  |

| Day 3: Thursday, 9 February | | |
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| Time | Item | Moderator/Speaker |
| 09:00 – 10:30 | **How to organize the outreach in the final phase?**   * **Group Work: Publications** * Key question: Which results how and where to publish and with what aim and target group? * **Group Work: Events** * Key question: Which events when and where to organize and with what aim and target group? * **Group Work: Communication** * Key question: Which communication channels (energypedia, Taqaway, RaSeed…) how to use and with what aim and target group? * 30 minutes group work, followed by the presentation of a concept note from each group * Plenary discussion | Moderator: Maged  Participants: All |
| *10:30 – 11:00* | ***Coffee Break*** |  |
| 11:00 - 12:30 | **How the ensure the sustainability of project results?**   * Transfer to RCREEE and other partners? * Integration into future GIZ (or other) projects? * Organization of internal GIZ Workshops at focus country level to present proposals * Plenary Discussion | Moderator: Steffen  Participants: All |
| *12:30* | ***Wrap up*** |  |
| *13.00* | ***Joint Lunch Followed by Excursion*** |  |